

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam # 1672

OPEN COMPETITIVE EXAMINATION FOR: ACCOUNTANT I

SALARY: \$601.07 - \$817.91 PER WEEK

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

DECEMBER 29, 2004

IMPORTANT:

1. Veterans - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: Performs professional accounting tasks for the City of Waterbury or the Board of Education; under supervision, performs accounting and auditing tasks under standard or adopted audit programs; reviews present accounting procedures for work paper purposes; reviews present accounting practices to assure conformance with established policies and proper accounting procedures including requirements for regulatory commissions and other governmental authorities; makes special accounting studies and analyses of various activities of departments; assists in preparing special reports for the information and guidance of City officials; assists in preparing special reports for budgetary purposes; does research work as assigned and any other work which the department may assign; does related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of principles, methods and practices of professional accounting; good knowledge of the legal principles governing the financial operations of the City; good knowledge of modern business management practices; ability to devise and apply modern accounting procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to establish and maintain effective relationships with co-workers; good professional judgment; good physical condition.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: Graduation from a college or university with specialization in accounting; experience as an accountant desirable or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

This position is covered under the written agreement between the City of Waterbury and the White Collar Union.

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V